Process for Establishing Travel and Contractual Sub-Allocations

1. Beginning FY06, Program Offices were given the option to establish travel sub-allocations. The Program Offices were given the choice of selecting how they wished their reporting entities be established in order to generate reports to track their travel funds. In addition, Departmental Administration, 89X0228 (Fund 00650) was approved to establish Contractual sub-allocations in order to track all of their funding. See e-mail notification below regarding establishment of reporting entity codes:

Effective in FY 2006, there will be some new requirements and options for controlling funds in STARS. The details and actions required on your part for each are addressed below. All system setup changes related to these options/requirements will be made over the weekend of October 1st and 2nd and will be in place when you start processing FY06 transactions on or after October 3rd.

There is a new requirement to control funds for travel by object class. The field office will be required to allocate funds to object class 211 as part of their budget process for the beginning of FY06 and will need to make required changes to the allocations throughout the year. If this is not done all travel reservation and obligation transactions will fail funds check in STARS. In order to have a clean cutoff for FY 2005 travel, it is recommended that all travel obligations be processed by COB September 30, 2005. Object-class 211 will be setup as a hard funds control level during the weekend of October 1 and 2. On Monday, October 3, allocations by object class may be established for FY 2006 and FY 2006 travel may be processed once you are finished setting up the allocations. Do not attempt to process FY 2006 travel until that time. All September travel processed on October 3 and later will have to be processed as FY 2006 data.

Offices will also have the option of controlling funds at the reporting entity level. (This would include the option to control travel funds by organization as well as object class.) This is an option and not a requirement. Offices choosing to control funds at this level would need to establish allocations by reporting entity and object class as part of their budget process to load allocations in STARS. This is similar to the TVLPOT process in DISCAS. If new reporting entities need to be established or if the description needs to be changed on existing reporting entities, please submit requests to STARS-Values@hq.doe.gov by September 9, 2005. This request would need to tell us if the reporting entity is supposed to have hard funds control at the reporting entity level or if it is supposed to roll up with other reporting entities to a higher level of funds control and which reporting entities are supposed to roll up together.

Also effective in FY 2006, field offices may control funds by local use value. Again, this is optional and not a requirement of the system. If the field office wishes to control funds by local use value, parent values need to be established so that multiple local use values may roll up to one parent for funds control. Multiple parent values may be established. If the field office wishes to control funds by local use value, please submit group(s) of local use values that should have the same funds control level to the STARS-Values@hq.doe.gov e-mail box and the parent(s) will be established. Please submit requests by September 9, 2005. For those offices planning to enter their own local use values, we request that you not enter them if you plan to control funds at this level. If you are controlling funds at the local use level, please submit all requests to the STARS-Values mailbox and we will add them for you. The request needs to tell us if the value being requested should be part of an existing group of local use values for funds control purposes and what group it should be a part of. If these values are not set up correctly, you may have values that do not hit any funds control and will cause problems.

It is extremely important that all new reporting entity and local use parent values be set up properly at the beginning of the fiscal year so your STARS reports will be useful to you. All STARS setup changes for this capability will be done during the weekend of October 1 and 2. On Monday, October 3, allocations by local use value, reporting entity value and object class may be established for FY 2006. Do not attempt to process FY 2006 allocations with object class, local use or reporting entity values until that time.

Please forward this message to anyone you feel needs to know this information. If you have any questions, please contact me on 301-903-3632.

Thanks.

Shirley Barker, ME-141

2. Program Offices submitted their annual travel allocations to the Office of Finance and Oversight (OFO) per guidance in attached e-mail.

Resource Managers and Travel Coordinators:

This is a request for your Fiscal Year 2006 Travel Allocations (ceilings) as previously detailed in a September 1, 2005, email you received concerning "Control Funds by Object Class/Reporting Entity/Local Use Values in STARS" (copy attached). An Excel spreadsheet is attached for your convenience.

Please return your completed spreadsheet by email to Carole.Hart@hq.doe.gov by September 23, 2005. It is extremely important that accurate information be provided so that your FY 2006 travel transactions pass funds control checks in STARS. In addition, please use the attached spreadsheet to make any changes to your travel allocations throughout the year.

If you have any questions on the requested travel allocations, please contact Carole Hart on (301) 903-4432 or Daphne Miss on (301) 903-2251.

Thank you for your cooperation.

Philip R. Pegnato, Acting Director
Office of Finance and Oversight, ME-12
(301) 903-9704

3. OFO established the deallocations as follows:

   a. The Funds Distribution System Approved Funding Program (AFP) Report was used to determine where the program office's legacy program direction funds or travel funds resided.
   b. The legacy B&R was cross-walked to a STARS program value. A separate Excel spreadsheet was created for each Program office's de-allocation entries and populated with the AFF string identifying Fund, Allottee, Fiscal year, Reporting Entity, SGL code, Program Value, Object Class, and amount.
   c. Save Excel spreadsheet.

4. Go to Oracle.
   a. Select Oracle Web ADI Responsibility
   b. Create Document>Excel 2000>NEXT>General Ledger-Journal>NEXT>Budget-DeAllocation>NEXT>None >NEXT>Create Document
   c. An ADI spreadsheet is created. Name and save the spreadsheet
5. Return to the Excel spreadsheet
   a. Copy to the clipboard the lines you want to deallocate
6. Return to the ADI spreadsheet and paste the information from the clipboard beginning in the second row. In most instances you will need to increase the number of lines in the ADI spreadsheet.
   a. To increase rows, Go to Tools>Protection>Unprotect Worksheet
   b. Place cursor on the second line and scroll down to add sufficient number of rows to the ADI spreadsheet and click on Insert>Rows
7. Review the ADI spreadsheet to be sure information is correct.
8. Check to see that all entries are "flagged" in the Upl column
9. Scroll to the bottom of the spreadsheet and verify that debits equal credits.

10. Upload the ADI spreadsheet.
    a. Oracle>Upload
    b. Click the Import with Validation button>Upload
    c. Entries should upload automatically. If not, a manual import must be performed. See Step 11.
11. To upload manually, switch Oracle Responsibility to G/L Inquiry and Posting.
    a. Select Import Journals
    b. Under Source, select Field Budget
    c. Under Selection Criteria, select Specific Group ID
    d. Under Specific Value, enter your ID
    e. Click on Import
    f. Once your batch has imported, return to the G/L Inquiry and Posting Responsibility and click on Enter Journals.
    g. Enter Batch Name>Find>More Actions>Check Funds. This process will check funds availability.
12. When the batch passes funds check, the batch will post automatically every 15 minutes.
13. Once the de-allocation entries are posted the allocation entries are prepared on the Excel spreadsheet to allocate the funds to the proper reporting entity, program value and object class as requested by the Program Office and described in Step 2. A separate Excel spreadsheet was created for each Program office's allocation entries and populated with the AFF string identifying Fund, Allottee, Fiscal year, Reporting Entity, SGL code, Program Value, Object Class (21100), and amount.
    a. Save the Excel spreadsheet
 14. Repeat Steps 4-12 with the exception of 4b. Create Document>Excel 2000>NEXT>General Ledger-Journal>NEXT>**Budget-Allocation**>NEXT>None >NEXT>Create Document

14. During a Continuing Resolution (CR) only a percentage of funding is available. In order to maintain travel spending at the same percentage rate, OFO calculated the amounts to be de-allocated from the program direction account. This percentage rate amount was allocated for travel purposes specifically. OFO discovered that program offices were drastically exceeding the CR percentage rate and was constantly increasing travel ceilings in order to pay the travelers. Revised procedures have raised the percentage rate to 50% of the annual allocations to prevent funds failures while under a CR.

<u>Year end Re-allocation of Unobligated Travel Funds.</u>

At the end of each fiscal year any unobligated travel funds in each Travel Reporting Entity must be reallocated to the Non-Travel Object Class (00000). This procedure allows the Budget Execution Office to accurately recover the unobligated amounts for reissue the next fiscal year. In addition because we keep the integrity of each fiscal year

on carry over funds maintaining and realigning small "Pots" of travel funds with the 21100 object class each year was not a prudent business practice from a funds control stand point. In addition the Travel Office would have to maintain travel org codes for each of these small amounts.